



CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL. (401) 738-2000, ext. 6240
FAX (401) 737-2364

SCOTT AVEDISIAN
MAYOR

JAMES F. MARCELLO
PURCHASING AGENT

The following notice is to appear on the City of Warwick's website Wednesday, August 17, 2011. The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK BIDS REQUESTED FOR

Bid #2012-93 Recycling Calendar Design & Production

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, August 17, 2011.

Sealed bids will be received in the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 AM on Wednesday, August 31, 2011. The bids will be opened publicly commencing at 10:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, Ext. 6241 or TDD at 401-739-9150 at least 48 hours in advance of the bid opening date.

Original Signature on File

James F. Marcello
Purchasing Agent

**CITY OF WARWICK
NOTICE TO BIDDERS**

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The opening of bids shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the city, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and one (1) copy in a sealed package and should include: "YOUR COMPANY" name plainly marked on the exterior of the package and "Bid #2012-93 Recycling Calendar Design & Production". Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified.

Should you have any questions regarding this project, or to view a sample of last year's calendar, please contact Christopher Beneduce, Recycling, 925 Sandy Lane, Warwick, RI at 401-738-2000, extension 6548.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

Any bid that includes non-approved alternate brands of goods where approval is required, or exception to the specifications or contractual terms of the Invitation to Bid, may be non-responsive and may be rejected.

There will be no additional charges to the City if there are any omissions or errors that are the fault of the printer.

The successful bidder must provide the City of Warwick with an Errors & Omissions original certificate of insurance (faxes are not acceptable) naming the **City of Warwick as the additional insured** and so stated on the certificate with the bid name and bid number.

The successful bidder will provide said insurance within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

The successful bidder must comply with all Rhode Island Labor Laws, Chapter 37-12-13, and all other applicable Local, State and Federal Laws.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

The contractor shall keep himself informed of and comply with all laws, ordinances and regulations of the federal, state and municipal governments which may apply and be in force during the life of the contract, in any manner which may affect himself/employees or the conduct of the work or the materials used or employed in the work. Before submitting bids, prospective bidders shall examine the terms, covenants and conditions of all codes, permits and laws which may apply. By submitting a bid, the bidder agrees to comply with all pertinent laws/regulations if awarded a contract.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The IRS Form W-9 attached must be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

Warranty periods shall not commence until the City of Warwick inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by the City of Warwick. The City of Warwick reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods and/or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

City of Warwick

**2012 Recycling Calendar Bid
Design/Production**

The City of Warwick and the Department of Public Works, Division of Recycling & Sanitation, is seeking bids for the re-production of the City's Recycling Calendar.

The City is interested in reproducing its Recycling Calendar. Information for the 2012 Calendar will be derived from its 2011 Calendar.

Specifications:

Calendar Size: Finished Size 12 X 9
Flat 12 X 18, scores, folds and stitches to 12 X 9

Design, layout, and create electronic file for offset printing of a
4/C process, 32-page plus cover CALENDAR

Top Page Images: Images of City of Warwick (supplied by City or researched/scanned/obtained by
selected design firm)

Bottom Page Month Grids:

Create grid for 12 months, incorporate waste pickup schedule information and
recycling tips on each month page, include holiday information.

Recycling/General City Information Pages:

Last eight (8) pages of the calendar will include general city information, recycling
tips and requirements, street listings for trash pickup schedule. All text and
information must be input (some may be supplied as electronic text files). Extensive
updating of existing information and proofing required. City of Warwick visuals and
recycling clip art must be incorporated on these pages and throughout calendar.

File must be supplied in page layout program such as Quark Xpress, Adobe InDesign
or similar with all fonts, high resolution images and art supplied on CD for
commercial printer. A final copy of the CD shall also be supplied to the City of
Warwick

Interim layout color printouts and PDFs to be provided by design firm for review and
approval. Final color laser dummy to be supplied with final digital file.

Production schedule and deadlines:

Final proof of Calendar must be supplied / delivered to designated printer no later than October 7, 2011.

Contact Information:

Chris Beneduce, Recycling/Sanitation Supervisor
City of Warwick Public Works Department
Recycling & Sanitation Division
925 Sandy Lane
Warwick, RI 02889
(401) 738-2000, extension 6548

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid #2012-93 Recycling Calendar Design & Production

I. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications.

Total Design & Production Cost \$_____

THIS PAGE MUST BE SUBMITTED WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number

Signature of Bidder

COMPANY NAME: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____ *

CONTRACT COMPLETION DATE:

(In terms of calendar days after award of bid): ____

*Please include your email address. Future bids will be emailed, unless otherwise noted.

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II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

BID #2012-93

PURCHASING AGENT

CITY OF WARWICK
BIDDING PROCEDURES

BID TITLE: Bid #2012-93 Recycling Calendar Design & Production

Kindly acknowledge receipt of bid specifications by completing this form and returning it to the Warwick Purchasing Division, 3275 Post Rd., Warwick, RI 02886.

1. Did the specifications appear to be:
Too restrictive? Yes ____ No ____
Too loosely structured? Yes ____ No ____
Explain: _____
2. Was sufficient time allowed to respond to these specifications? Yes ____ No ____
3. Did any of the following prevent you from bidding?
Bid surety? Yes ____ No ____
Performance and Payment Bond? Yes ____ No ____
Department of Labor Requirements? Yes ____ No ____
(such as prevailing wages & benefits)
Insurance requirements? Yes ____ No ____
4. Was your preference not to bid because of the payment schedule of the City of Warwick? Yes ____ No ____
5. Did your work schedule prevent you from bidding? Yes ____ No ____
6. *Do you wish to remain on a bidder's list?* Yes ____ No ____

COMMENTS OR ADDITIONAL EXPLANATIONS TO THE ABOVE QUESTIONS:

Your response to this survey will allow the Warwick Purchasing Division to evaluate bidding procedures and make necessary revisions to assist the majority of bidders.

Thank you for your participation.

COMPANY NAME: _____ BIDDER'S NAME: _____

ADDRESS: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELE. #: _____ DATE: _____